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ABSTRACT

Operation of the 1989-90 Creative Employment Project, a regional transitional support center for adult single parents and displaced homemakers, resulted in increased entry rates for participants into vocational education programs. The program assisted participants in acquiring marketable skills and entering the work force. The objectives were achieved through prevocational orientation, career planning, vocational training support services, and job placement assistance. Services were provided on an outreach basis to over 100 single parents/displaced homemakers with the greatest financial need in six counties surrounding Jefferson County, Kentucky. Program funding increases were recommended in order to serve staffing needs at the existing demand for services. (Four attachments are included: a brochure, "Discover a Career That's Right for You"; an outline of Transitional Support Program modules; a letter from the Church of the Epiphany; and a letter from "Run, Jane, Run--Women In Sports.") (NLA)

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ANNUAL REPORT

SINGLE PARENT/HOMEMAKER
TRANSITIONAL SUPPORT CENTER

YVONNE CARTER, PROGRAM COORDINATOR

THE WOMEN'S AND FAMILY PROGRAMS CORPORATION
CREATIVE EMPLOYMENT PROJECT
226 WEST BRECKINRIDGE STREET
LOUISVILLE, KENTUCKY 40203

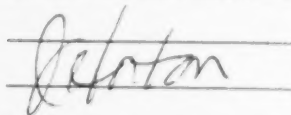
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Program Type: Single Parent/Homemaker
Pre-Vocational Orientation and
Career Planning Support Services

Program Title: Women's and Family Programs Corporation
The Creative Employment Project's
Single Parent/Homemaker Transitional
Support Center

Training
Coordinator: Yvonne Carter

Agency: The Women's and Family Program
Corporation
Creative Employment Project
226 West Breckinridge Street
Louisville, Kentucky 40203

For the period of July 1, 1989 through June 30, 1990.

Rationale:

Creative Employment Project operates a regional transitional support center for adult single parents and homemakers. The results were increased entry rates into quality vocational educational programs for single parents and homemakers in region VI.

Male and female single parents and homemakers with the greatest financial need received priority. Over 40,000 low income single parents or homemaker families exist in Jefferson County alone, according to the Regional Social Insurance office. That figure is estimated to exceed 58,000 with inclusion of the six counties surrounding Jefferson County (Region VI). CEP has provided services to over 1,000 single parents and homemakers since the inception of our Carl Perkins Act Program, and the demand has increased.

Objective:

The primary goal of the program was to assist single parents and homemakers to acquire marketable skills and enter the work force. The objectives were achieved by pre-vocational orientation, career planning and vocational training support services.

The Regional Transitional Support Center served over 100 single parents/homemakers with the greatest financial need.

Services were provided on an outreach basis to the six counties surrounding Jefferson County with specific, centrally located transitional sites in Shelby and Bullitt Counties, and individual outreach provided in the remaining counties. The outreach objective was to provide program services as close as possible to the residences of participants.

All program participants received personal/career counseling; referrals to educational programs, resume and job search skills training; and job placement assistance, contingent on what stage the individual had reached at the point of enrollment.

Plans were for eighty enrollees to successfully complete the transition support program which was modular with open-entry open-exit provision to better meet individual needs.

Plans were for seventy enrollees to be referred to vocational or other trainings, and/or continue training, and/or to be referred to job placement.

An Advisory Council for the center was established with a representative cross-section of persons:

Activities and Accomplishments:

Recruitment:

Recruitment was conducted with the joint efforts of our existing programs in Jefferson County. Emphasis on the Single Parent/Homemaker Program expanding services to the six surrounding counties was accomplished with the help of CEP's existing NCKC/OJT Program. Letters and flyers were mailed to community agencies and churches.

Several newspaper articles on the program appeared in the paper. A brochure was designed to target the specific counties and services available (See Attachment - 1 A)

Staff was invited to speak at the GED graduation ceremony in Spencer County. Single Parent/Homemaker staff discussed program opportunities with various community agencies such as: Parent Child Center; Pack 10 Representative from Public Housing Authority, Jefferson State Technical Campus, Community events and fairs, Juvenile Justice, and Tri-County Community Action Agency. Program information was also presented at various temporary housing sites for homeless women and their children such as: Heverin House, St. Vincent DePaul, Home Place, and Home Sweet Home.

Accomplishments:

Year-to-date the regional transitional support center has served over 100 participants. All of these participants received personal/career counseling and referrals to training or educational upgrade.

Twenty-nine participants enrolled in workshop. Resume services were provided to all participants in active job search. Eight participants entered employment.

Forty-nine participants entered training in areas such as: LPN, Business and Office, Electronics, Dental Assistance, Surgical Technician, Cosmetology, Word Processing and GED classes.

Twenty-one participants are enrolled in one or two year programs and will continue being served. Five participants completed training.

Fifty-five participants were referred to vocational education programs. Thirty-four participants were referred to other training programs or college.

Seventy participants were enrolled from Jefferson County.

Thirteen participants were enrolled from Shelby County.

Six participants were enrolled from Bullitt County.

Eleven participants were enrolled from Oldham County.

One participant was enrolled from Henry County.

Workshops:

Structured two week open-entry, open-exit, modular workshops were presented to Single Parent/Homemakers (See Attachment - 1 B). Mini-workshops were held for participants deciding to return to school.

These workshops had an emphasis on Pell Grant Application Study Skills, Improving Your Memory, Adults Back To college, and Test Taking. A guest speaker from the Kentucky Metroversity Educational Opportunity Center provided materials and additional information.

Tours were arranged with the Vocational Technical School for women interested in the non-traditional classes.

Supplemental Funding:

During the last year, monies raised or donated to the program helped assist over forty enrollees. Assistance was provided for areas such as: books, tuition, child care, glasses, clothes, and personal items.

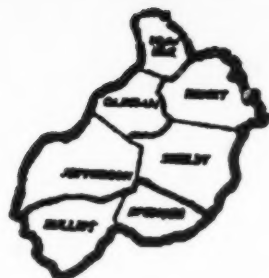
Donations were received from the Ann Oldham Kirk Fund through the Louisville Community Foundation, Church of the Epiphany (See Attachment - 1C), a survey study of Single Parent/Homemakers through U of L funded by the Kentucky Department of Education, an all women's sport event sponsored by the YWCA Creative Employment Project "Run Jane Run" (See Attachment 1D), and an anonymous gift. Total monies raised or donated was \$1,408. All of this money was used to assist the Single Parent/Homemaker Program participants.

Plans:

Plans to raise scholarship monies continue. CEP awarded scholarships to over forty participants from monies raised this year.

Recommendations:

The concept of a Single Parent Regional Center is a valuable and needed one. However, the funding level is not adequate for staffing at the existing demand for services.



If you are a resident of:

Jefferson

Bullitt

Shelby

Spencer

Oldham

Henry

or

Trimble counties

and low income, you may be
eligible for The Single
Parent/Homemaker Program.

**For More Information,
Call Collect
(502) 581-7237**

Funded by the Department of Education Office of Vocational Education under the Carl Perkins act through the Jefferson County Board of Education.

CREATIVE EMPLOYMENT PROJECT
200 West Broadway Street
Louisville, Kentucky
40202 • 1232

THE
CENTER
FOR WOMEN
& FAMILIES

**Single
Parent/Homemaker**

**Discover
a Career
That's
Right
For
You!**

**Creative Employment Project
a program of**

THE
CENTER
FOR WOMEN
& FAMILIES

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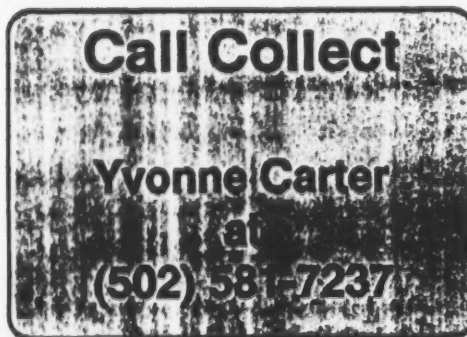
For over 15 years The Creative Employment Project has been helping single parents and homemakers find new careers.

The Single Parent/ Homemaker Vocational Program Offers:

- Counseling in career choices
- Referral to vocational training programs/colleges
- Referral to G.E.D. training
- Career exploration workshop
- Referral to employment programs

Through our program, individuals have entered careers in:

- Licensed Practical Nursing
- Dental Assistant
- Data Entry
- Carpentry
- Office Occupations
- Horticulture
- Machine Shop



Support Services

- Child-care is provided during the two week career exploration workshop.
- Transportation assistance may be provided on a limited basis.
- Support counseling
- Support groups

Creative Employment Project
226 West Breckinridge Street
Louisville, Kentucky 40203

A United Way Agency

B. Transitional Support Program
(Two Weeks - Open-Entry, Open-Exit, Modular Program)

MODULE

- I. Introduction
 - A. Introduce participants
 - B. Overview of workshop: steps involved in getting a job
- II. Self-assessment
 - A. Discussion of values, interests, aptitudes and skills

MODULE

- B. Testing
 - 1. Personality mosaic
 - 2. Strong interest inventory
 - 3. Career assessment inventory
 - 4. Myers Briggs Type Indicator
 - 5. Self-directed search
 - 6. GATB

MODULE

- C. Single Parents/Homemakers and Work
 - 1. Fact sheet
 - 2. Why people work
 - 3. The kind of person I am -- the kind of person I would like to be
(Non-traditional/traditional checklist)
 - 4. Self-concept -- unfinished sentences
- D. Maslow's Hierarchy of Needs
- E. Life Stages -- Changing Needs and Values

MODULE

- F. Values clarification
 - 1. Personal values
 - 2. Work values
 - 3. Changing roles of men and women

MODULE

- G. Skills
 - 1. Self-management skills
 - 2. Assertiveness training and confidence building
 - 3. Homemaking skills relevant to career planning
 - 4. Skills checklist
 - 5. Personal financial management training

MODULE

- H. Employment and Training Barriers
- I. Goal Setting

1. Long range and short range goals
2. Aids to goal setting
3. Goal setting work sheet
4. Barriers to goal setting
5. Goal setting contract
6. Decision making

MODULE

III. Explore Occupations

- A. Guidelines for Making Occupational Choices and Selecting Training Programs
- B. The Hidden Job Market

MODULE

C. Sources of Occupational Information

1. Publications
 - a. Books
 - b. Association lists
 - c. Yellow Pages
 - d. DOT and Occupational Outlook Handbook
 - e. Newspapers
 - f. Chamber of Commerce lists

MODULE

2. Libraries
3. Computer-based systems (SIGI)
4. Identification of available community training programs, institutions, and schools
5. Work experiences
6. Financial aid and training/school application process

MODULE

D. Networking -- Building Contacts

1. Information interviewing
2. Sample questions form
3. Telephone networking

E. Newspaper Advertisements

1. Evaluating help wanted ads
2. Terms used in ads
3. Sources of help wanted ads
4. Response to help wanted ads

F. Job Placement Assistance Resources, e.g., DES

G. Developing Direct Contact with Local Organizations and Telephone Interviewing Techniques

H. Job Search Log

MODULE

IV. Action

- A. Establishment of a Career Development Plan (CDP)

1. Trainee selection of career goal
2. Establishment of benchmarks and objectives
3. Set time frame for benchmark objective achievement
4. Establish assessment dates

MODULE

B. Job Search Skills

1. Writing a resume and interviewing skills
 - a. Resume worksheet
 - b. List of action verbs
 - c. Developing accomplishment statements
 - d. Resume format (chronological, targeted, functional)
 - e. Cover letter

MODULE

2. Checklists for before, during and after the interview
3. Rules for successful interview
 - a. Be prepared
 - b. Stress your skills and values
 - c. Answer questions and listen
 - d. Dress for success
4. Practice interview questions
5. Illegal questions
6. Evaluating job offers and salary negotiation



CHURCH OF THE EPIPHANY

March 29, 1989

To Whom It May Concern,

Church of the Epiphany, a Roman Catholic parish in Louisville, Kentucky, has a well-established tradition of donating 10% of its weekly parish collection to the needy and those pursuing social justice.

As you were informed several weeks ago, you were chosen as one of the recipients; please find enclosed a donation to assist you in the continuation of your fine efforts. As a recipient, you will automatically be considered for another contribution on this month in 1990.

If your organization publishes a periodical or newsletter and can afford to send us copies for the next year, we would be very glad to receive them.

Again, congratulations and thank you for your good work. Any written communication can be forwarded to the 10% Committee at the address listed below.

Sincerely,

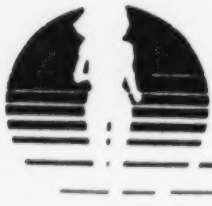
10% Committee

\$24.00

COMMITTEE:

David Horvath
Jack Jezreel
Chip Montgomery
Carol Parker
Eugenia Powers

914 OLD HARRIS CREEK ROAD LOUISVILLE, KY 40223 245-9733



run, jane, run® WOMEN IN SPORTS

ATTACHMENT-1D

Runnin' Jane, Runnin'

Ready, Set, Go! Jane is finally off and running as the fans go wild in the street! At long last, Louisville has a sport event women can call their own!

October 13, 14 and 15 is the big weekend. Tell all of your friends, relatives, neighbors to start practicing now for Basketball, Soccer, Golf, a 10k or 5k run or the walkathon.

Welcome Linda Witt and Nancy Baer! CEP has been fortunate in finding this dynamic duo to our steering committee.

Linda has taken on the humongous task of Sport Coordinator. She'll be responsible (with the help of eager volunteers) for each of the sports events. Nancy, a long-time friend of CEP and currently working at Channel 15 has volunteered to guide our publicity committee.

The financial success of Run Jane Run relies heavily on Corporate sponsorships, or "Champions". Our track team of Champion Solicitors, Betsy Jacobus and Pat Brodie will be knocking on doors in May and June. Please forward suggestions for contacts to Betsy and Pat.

Our advertising sales team has been formed and will begin their campaign soon. Gayle Isaacs, Janice DeGaris and Jay Ackert will be selling ads for our run, jane, run program book. We need all staff members to compile a list of businesses and/or individuals the team can contact for an ad. Don't forget to put your doctor, attorney, plumber, and florist and jeweler on your list!

The long range plan is for Run Jane Run to become a financial buffer for CEP, as well as to put us back in the spot light as the place for services for women. It's a big undertaking, but the rewards could mean bigger things for the women of Louisville. We need your help to make it successful. There will be something for everyone to do. A preliminary list of "jobs" is attached. This will, no doubt, have some additions as we get deeper into this. Sign up with Luann early for the "choice" jobs! Direct questions to Luann. Don't be shy; none of us have ever done any of this before!